



Title: **FINANCIAL ANALYST**

Salary Code: 21  
Effective Date: 07/28/08  
FLSA Designation: Exempt

**GENERAL DESCRIPTION**

Under general direction of the Supervisor of Customer Accounting, performs a variety of duties related to the financial and accounting work of the District, including financial analysis, forecasting and planning, systems review and development, and other complex economic, accounting, auditing and related studies necessary to the development and maintenance of the projects and activities of the District. Knowledge of District or other local public agency activities is desirable. The ability to communicate effectively is required. The Financial Analyst is a single position classification.

**EXAMPLES OF WORK PERFORMED** (Illustrative Only)

Reviews, analyzes and evaluates complex financial or economic information.

Prepares financial analyses that conform with generally accepted accounting principles.

Prepares financial statistical reports, cost study reports, surveys and revenue analysis, Ability-to-Pay Studies and other reports.

Advises and confers with District staff, Federal government representatives and representatives of other agencies on financial audit and accounting matters.

Develops and analyzes the District's long-range financial forecasts, including projections of revenues and expenses related to water sales and purchases.

Monitors the accuracy of Bureau of Reclamation budgeting, rate-setting and cost allocation activities.

Prepares, reviews, analyzes and makes recommendations on internal District cost allocation methods with respect to various activities, including operations and maintenance, power rates, and capital financing/acquisitions.

Plans, organizes and participates in financial and compliance audit assignments to assure compliance and dependability of financial records.

Reviews and applies current legislation and other authoritative guidelines and procedures as appropriate in performing various auditing, accounting and fiscal activities.

Will travel on occasion.

Performs other duties as assigned.

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### **CLASSIFICATION REQUIREMENTS**

**Education and Experience:** Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A Bachelor's degree in Accounting, Finance, Economics, Business Administration, or a closely related field, and three (3) years of professional accounting, auditing, or financial experience; or any combination thereof.

**Knowledge of:**

Advanced financial and accounting principles, practices and methods.  
Cost accounting principles and practices to properly determine and allocate costs.  
Governmental accounting principles and practices to assist in the preparation of reports and financial analysis.  
Budgeting principles and practices.  
Principles and practices in Debt management.

**Skills/Abilities:**

Preparation of complex, accounting, financial and statistical reports.  
Determine accounting issues and recommends corrective action.  
Read, understand and interpret laws, regulations and contractual agreements.  
Write clear, concise reports, memos and instructions with technical accuracy using correct grammar, punctuation and spelling.  
Communicate verbally in a clear and concise manner to explain financial and accounting matters.

### **STANDARD REQUIREMENTS**

Possession of a valid California Class C Drivers' License with a driving record acceptable to the District's automobile insurance provider.